



VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

POST AND BID/JOB OPPORTUNITY

STAFF SERVICES ANALYST (SSA)/ASSOCIATE BUDGET ANALYST (ABA)

FINANCIAL BUSINESS OPERATIONS SECTION

PERMANENT/FULL-TIME

SSA - \$2,632.00 - \$4,155.00

ABA - \$4,111.00 - \$4,997.00

GEOGRAPHICAL LOCATION:

The Victim Compensation and Government Claims Board (VCGCB) does not have any field offices and is located in Downtown Sacramento, CA.

ESSENTIAL FUNCTIONS:

Under the direction of the Staff Services Manager II of the Financial and Business Operations Section (FBOS), this position serves as a skilled staff member that has the day-to-day responsibility for planning, establishing, organizing and tracking the department's financial status.

Budget Development (Expenditures and Revenues):

- Prepare baseline budgets and supplementary schedules for the Board's portion of the Governor's Budget.
- Develop and allocate personal services (salaries and wages, benefits, and salary savings)
- Prepare the annual estimate of revenues.
- Prepares, evaluates, and assists with preparing Budget Change Proposals (BCPs) and Finance Letters.
- Development of the Board's Out-of-State Travel blanket.

Budget Monitoring and Maintenance:

- Monitors expenditures and revenues on a monthly basis.
- Prepare, analyze and forecast expenditure and revenue reports.
- Prepares cash flow reports and identifies any cash flow problems.
- Updates division funding and staffing levels to reflect changing priorities.
- Reviews and approves purchase requests up to the amount delegated.
- Prepares, presents, and assists in the preparation of special reports/projects or budget drills to Executive, Agency, Department Of Finance, and the Legislature.
- Participates and provides budget development training.

Provides consultative services on budget information, instructions and assistance to departmental management. Function as the department's primary source of fiscal information. On an as-needed basis, report on and/or provide specific financial data to Executive Staff and coordinates exchange of information with the Federal Government required to procure/protect the department's annual multi-million dollar Federal Grant appropriation.

REQUIRED TECHNICAL AND PROFESSIONAL SKILLS AND ABILITIES:

Knowledge of: Principles and practices of governmental budgeting and accounting; financial structure, uniform accounting system, and financial procedures of the State of California; purposes, functions, and fiscal organization of the various State agencies; laws relating to financial administration of the State Government; principles of public and personnel administration; principles of organization and management; principles and practices of public finance, research techniques and statistical principles and procedures.

The selected individual must report to the new position in no less than fourteen (14) calendar days unless agreed otherwise by the current and hiring supervisor. The start date must be effective within thirty (30) calendar days of the date the employee accepted the position.

POSITION NUMBER:



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Ability to: Develop various types of budget documents; analyze and solve difficult technical budget problems; establish and maintain cooperative relationships with control agency staff and others contacted in the work; speak and write effectively; analyze situations accurately and develop an effective course of action.

EDUCATION REQUIREMENT:

None.

PHYSICAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

75% of time spent at work requires prolonged sitting using a keyboard, video monitor and/or telephone. 25% of time spent at work requires standing, walking, bending or stooping, grasping and reaching for work materials. No climbing balancing or kneeling is required. The work environment is quiet with minimal noise produced from computers, copiers, printers or light human traffic.

DIFFERENTIALS THAT APPLY TO POSITION:

None

FINAL FILING DATE OF BID APPLICATION:

Final filing date for bid process is: **May 8, 2006**

If the position is not filled during the bid process, the final filing date will be "Until Filled" for Open candidates (non-bidders).

LOCATION OF BID APPLICATIONS:

For Post and Bid applicants only: Bid applications are located in the VCGCB Intranet under the HR Tab/Labor Relations section. Please print out and complete the application in its entirety before submitting. Please **do not** submit a Std. 678 State Application if you are bidding for this vacancy via the Post and Bid process.

SUBMIT BID APPLICATION TO:

Victim Compensation and Government Claims Board
Attn: Robin Jones/Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 324-3252
email address: rjones1@vcgcb.ca.gov

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CANDIDATE AVAILABILITY WINDOW PERIOD:

Candidate must be available for contact from date of posting 04/26/06 through close of business 05/26/06.

WHO MAY APPLY:

Preference will be given to VCGCB employee's eligible to bid for this position. Bidders must meet the requirements per Section 15.3.1 of the bargaining contract. If there are no successful bidders for this vacancy, recruitment will be open to candidates currently at or have eligibility for either the SSA or ABA classification. Open candidates (non-bidders) are to submit a Std. 678 State application, a current resume and cover letter explaining their eligibility and interest in this position. Applications of non-bidders will be screened and only the most qualified will be selected to interview.

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